

31 May 2018

John Jumpe Jr.
Director of Project Management
Massachusetts School Building Authority
40 Broad Street, Suite 500
Boston, MA 02109

Reference: **Amesbury Elementary School**
Amesbury, MA

Subject: Cashman Elementary School Capacity

Dear John:

Thank you for talking to the Amesbury team on May 15, 2018 regarding the design capacity at the Cashman Elementary School. As we discussed, the District and design team have taken additional steps to determine the actual capacity of the Cashman School. We have determined that in order to deliver an equitable program across Amesbury's elementary schools, the acceptable number of full-size general education classrooms is 19.

The District's enrollment certification, dated March 16, 2017, stated that "utilizing the 2010 Needs Survey data, indicates the existing grade K-4 and grade K-5 enrollments of the Charles C. Cashman Elementary School capacity is approximately 480 students." This capacity was based on a total of 24 classrooms. The Cashman Elementary school was built in 1973 as an open concept school, therefore many of the classrooms are not fully enclosed with acoustic issues and distractions of students freely passing through the spaces. Since its construction, the Cashman facility has undergone several adaptations to satisfy the changes in the educational program. However, the evolution of the educational program since 1973 and in particular the development of special educational requirements have forced the District to house many programs in inappropriate spaces.

Together with the District, we have worked to "right size" the existing Cashman facility to fit the District's current educational program. This exercise resulted in appropriate spaces for all of the existing programs with minimal required physical construction needed. The attached floor plans, "Right Size Zone Plans," illustrate the relocation of certain programs into more appropriate spaces. The net effect of moving the inappropriate or undersized spaces was the reduction in general education classrooms.

Utilizing the "right sized" program, DiNisco has determined how the Cashman School could be adapted to suit any of the design enrollment scenarios in conjunction with the Amesbury Elementary School to solve the PK – Grade 5 needs for the entire district. In an ideal programmatic scenario, 18 general education classrooms would remain, allowing for the appropriate spaces for all programs.

As a result of this further analysis of the grade configurations and educational needs, it is understood that Cashman may need to accommodate up to 20 classrooms. Although this would result in slight compromises, educational programs that are currently in inappropriate spaces could still be moved to improved locations. In this scenario, support spaces such as offices would likely remain in undersized or less ideal locations.



The attached School Capacity/Enrollment Configurations chart indicates the capacity at the Cashman School for each of the various grade configurations. Based on the number of students per classroom and maintaining a consistent number of sections per grade, some configurations utilize the existing Cashman facility more efficiently. The capacity at Cashman varies based on grade configuration, from 357 to 429 students. Ultimately, when the District determines its preferred enrollment configuration we will work with the District to lay out the proposed program at Cashman, similar to the "Right Size Zone Plans" that have been developed for the current program.

In response to the question regarding excess space at the Middle School, should the district determine moving 5th Grade to the elementary schools, we offer the following.

Due to space constraints at the elementary schools, the District moved the 5th grade to the Middle School in 1998. The addition of 5th grade to the Middle School resulted in some sacrifices to the existing Middle School programs. The additional space gained by moving the 5th-grade students from the Middle School would allow the Middle School to reinstate programs that were eliminated due to space constraints as well as establish a long overdue Middle School Academy as a precursor to the District's Innovation High School. This academy setting would allow faculty to provide differentiated learning, behavior management strategies and trauma-sensitive practices for students in need by providing enhanced programming in the areas of academics, therapeutic support, and vocational training.

The Amesbury Elementary School project has the potential to improve the learning environment beyond those who attend the new or renovated Amesbury Elementary School. Once the District has determined its desired grade configuration based on the educational program, it is our goal to provide the District with an educational solution that provides the most efficient and equitable educational environment at the Amesbury and Cashman Elementary Schools.

We hope this additional information supports the district's request for the MSBA to re-evaluate the capacity at the Cashman Elementary School as well as the proposed enrollments at the Amesbury Elementary School based upon the various grade configurations. We look forward to working with the MSBA in improving the District's overall PK – Grade 8 facility needs.

Sincerely,



Donna DiNisco
DiNISCO DESIGN

DJC/mh

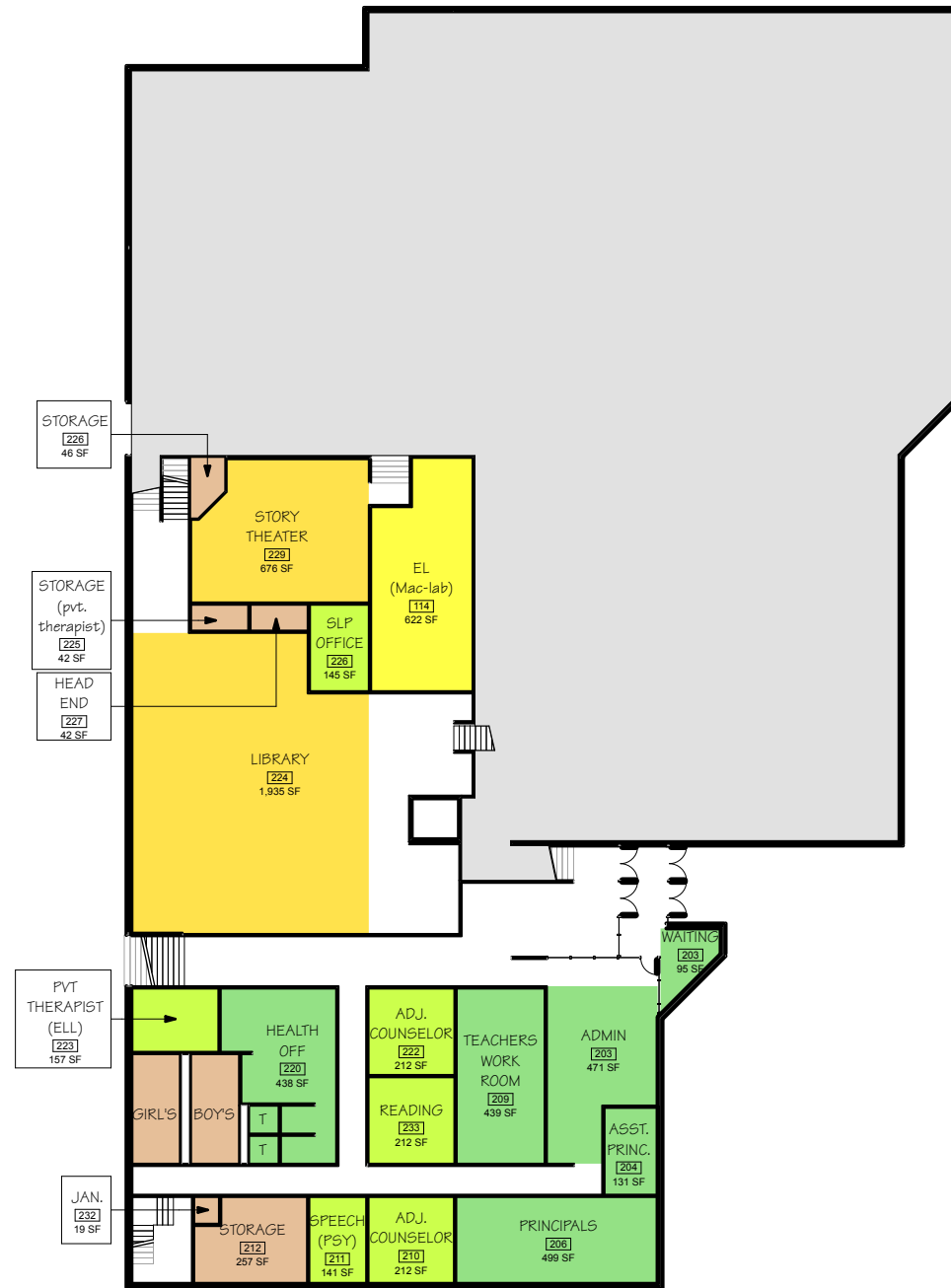
cc: Gary Reese, Superintendent of Schools
Walter Helliesen, Amesbury Elementary School Principal
Angel Khazadian
Caulen Finch
Thomas Murphy
Rob Juusola
Tim Baker

Enclosures: Cashman Elementary School Right Size Zone Plans
Cashman Elementary School Space Summary
Amesbury Middle School Program Considerations
School Capacity / Enrollment Configurations Charts



LEGEND

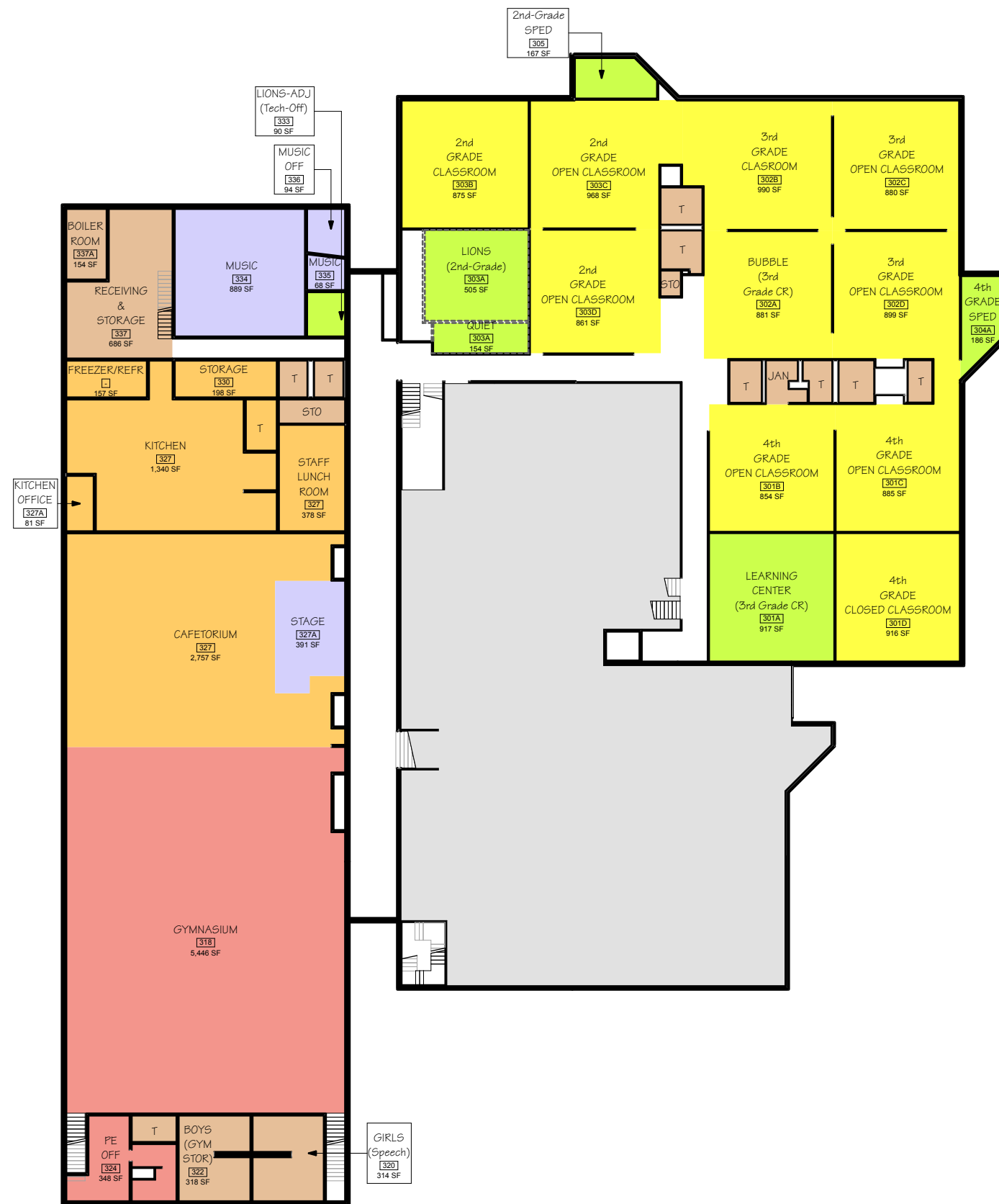
- CLASSROOM
- SPECIAL EDUCATION
- LIBRARY
- ART/MUSIC
- STAGE
- GYMNASIUM
- KITCHEN/CAFETERIA
- ADMINISTRATION
- BUILDING SERVICES
- CIRCULATION



LEGEND

- CLASSROOM
- SPECIAL EDUCATION
- LIBRARY
- ART/MUSIC
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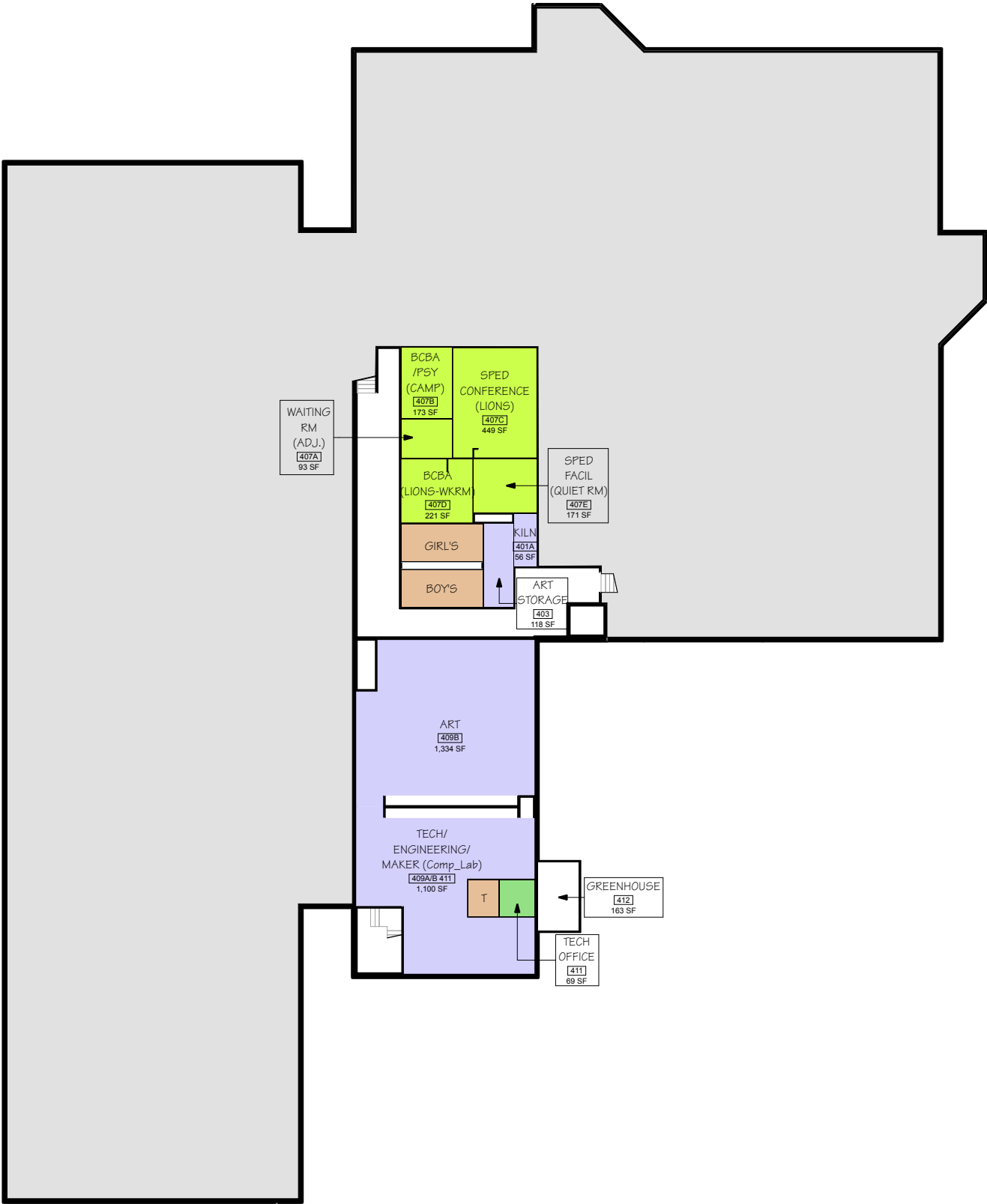
Right Size Floor Plan - Level 1 1/2



LEGEND

- CLASSROOM
- SPECIAL EDUCATION
- LIBRARY
- ART/MUSIC
- STAGE
- GYMNASIUM
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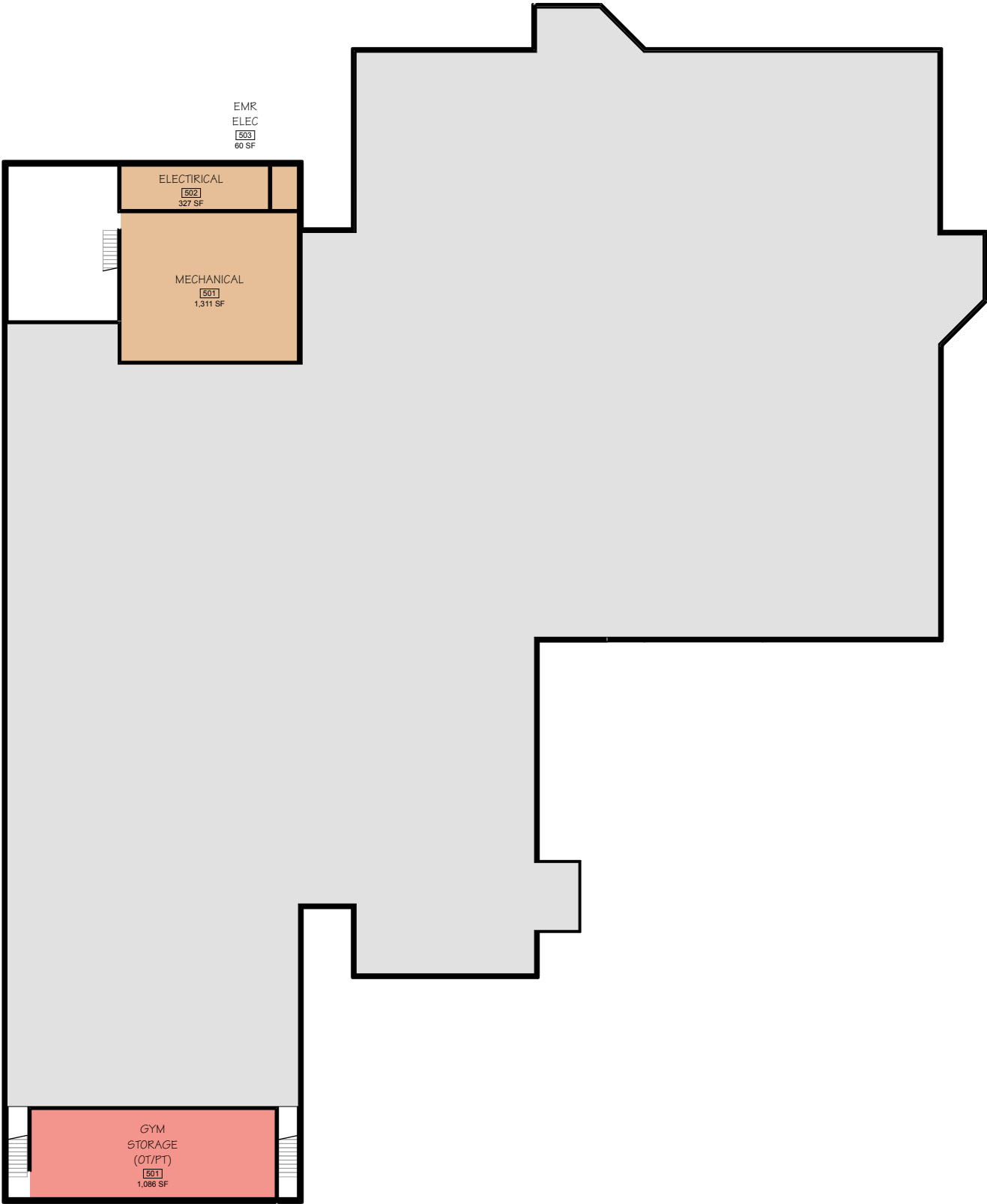
Right Size Floor Plan - Level 2



LEGEND

- CLASSROOM
- SPECIAL EDUCATION
- LIBRARY
- ART/MUSIC
- STAGE
- GYMNASIUM
- KITCHEN/CAFETERIA
- ADMINISTRATION
- BUILDING SERVICES
- CIRCULATION

Right Size Floor Plan - Level 2 1/2



LEGEND

- CLASSROOM
- SPECIAL EDUCATION
- LIBRARY
- ART/MUSIC
- STAGE
- GYMNASIUM
- KITCHEN/CAFETERIA
- ADMINISTRATION
- BUILDING SERVICES
- CIRCULATION

Right Size Floor Plan - Level 3

Proposed Space Summary- Elementary Schools

19 Classrooms

| CASHMAN ELEMENTARY SCHOOL | | Existing Conditions | |
|--|-----------------------|---------------------|-------------|
| ROOM TYPE | ROOM NFA ¹ | # OF RMS | area totals |
| CORE ACADEMIC SPACES | | 23 | 23,185 |
| <i>(List classrooms of different sizes separately)</i> | | | |
| Pre-Kinder garden w/ toilet | | | 0 |
| 1010 Closed Classroom (Pre-K) | 886 | 1 | 886 |
| Kindergarten w/ toilet | | | 0 |
| 102A Open Classroom (K) | 1,176 | 1 | 1,176 |
| 102B Open Classroom (K) | 1,089 | 1 | 1,089 |
| 102C Open Classroom (K) | 1,171 | 1 | 1,171 |
| 102D Open Classroom (K) | 1,289 | 1 | 1,289 |
| 101A Open Classroom (Grade 1) | 840 | 1 | 840 |
| 101B Open Classroom (Grade 1) | 859 | 1 | 859 |
| 101C Open Classroom (Grade 1) | 1,137 | 1 | 1,137 |
| 101D Open Classroom (Grade 1) | 821 | 1 | 821 |
| 103A Closed Classroom (Grade 1) | 875 | 1 | 875 |
| 103B Open Classroom (Grade 1) | 869 | 1 | 869 |
| 103C Open Classroom (Grade 1) | 824 | 1 | 824 |
| 301A Closed Classroom (Grade 3) | 917 | 1 | 917 |
| 301B Open Classroom (Grade 3) | 854 | 1 | 854 |
| 301C Open Classroom (Grade 3) | 885 | 1 | 885 |
| 301D Open Classroom (Grade 3) | 915 | 1 | 915 |
| 302A Closed Classroom (Grade 3) | 880 | 1 | 880 |
| 302B Open Classroom (Grade 3) | 851 | 1 | 851 |
| 302C Open Classroom (Grade 3) | 888 | 1 | 888 |
| 302D Open Classroom (Grade 3) | 891 | 1 | 891 |
| 303A Closed Classroom (Grade 3) | 875 | 1 | 875 |
| 303B Open Classroom (Grade 3) | 869 | 1 | 869 |
| 303C Open Classroom (Grade 3) | 888 | 1 | 888 |
| 303D Open Classroom (Grade 3) | 891 | 1 | 891 |
| 409B Computer Lab | 921 | 1 | 921 |
| 411 Title Reading | 271 | 1 | 271 |
| 225 EL | 157 | 1 | 157 |
| 407B Tier II - CAMP | 173 | 1 | 173 |
| SPECIAL EDUCATION | | | 5,197 |
| <i>(List rooms of different sizes separately)</i> | | | |
| Self-Contained SPED (Rise Jr. PK/K) | | | 0 |
| 240 Self-Contained SPED - 1991 | | | 0 |
| Self-Contained SPED (K/1st-2) | | | 0 |
| Self-Contained SPED (K/1st-3) | | | 0 |
| Resource Room (1-2) | | | 0 |
| Resource Room (3-4) | | | 0 |
| Resource Storage | | | 0 |
| Quiet Room (Rise) | | | 0 |
| Quiet Room (Rise 2) | | | 0 |
| Small Group Room / Reading | | | 0 |
| Psychologist | | | 0 |
| OT/PT (Modular) | | | 0 |
| Speech (Modular) | | | 0 |
| SPED FACILITATOR OFFICE | | | 0 |
| 101A Classroom (Large) (K/1st-3) | 851 | 1 | 851 |
| 210 Adjustment Counselor | 212 | 1 | 212 |
| 211 BCBA psychologist - 2 staff | 141 | 1 | 141 |
| BCBA psychologist - 2 staff | | | 0 |
| 222 Counselor | 216 | 1 | 216 |
| 225 PPT - The spot (closed - not program) | | | 0 |
| 233 Reading | 212 | 1 | 212 |
| 104 Grade 3 SPED | 188 | 1 | 188 |
| 105 K-1 SPED | 175 | 1 | 175 |
| 304 Grade 4 SPED | 186 | 1 | 186 |
| 306 Grade 2 SPED | 167 | 1 | 167 |
| 407C Lions Program | 89 | 1 | 89 |
| 407E Lions Program Quiet Room | 89 | 1 | 89 |
| 407F Lions Program Quiet Room | 84 | 1 | 84 |
| 407D Lions Work Room | 221 | 1 | 221 |
| 407E Lions Work Room | 221 | 1 | 221 |
| 407F Lions Work Room | 221 | 1 | 221 |
| 407G Lions Work Room | 221 | 1 | 221 |
| 407H Lions Work Room | 221 | 1 | 221 |
| 407I Lions Work Room | 221 | 1 | 221 |
| 407J Lions Work Room | 221 | 1 | 221 |
| 407K Lions Work Room | 221 | 1 | 221 |
| 407L Lions Work Room | 221 | 1 | 221 |
| 407M Lions Work Room | 221 | 1 | 221 |
| 407N Lions Work Room | 221 | 1 | 221 |
| 407O Lions Work Room | 221 | 1 | 221 |
| 407P Lions Work Room | 221 | 1 | 221 |
| 407Q Lions Work Room | 221 | 1 | 221 |
| 407R Lions Work Room | 221 | 1 | 221 |
| 407S Lions Work Room | 221 | 1 | 221 |
| 407T Lions Work Room | 221 | 1 | 221 |
| 407U Lions Work Room | 221 | 1 | 221 |
| 407V Lions Work Room | 221 | 1 | 221 |
| 407W Lions Work Room | 221 | 1 | 221 |
| 407X Lions Work Room | 221 | 1 | 221 |
| 407Y Lions Work Room | 221 | 1 | 221 |
| 407Z Lions Work Room | 221 | 1 | 221 |
| SPED Facilitator Office | | | 0 |
| SPED Facilitator Conference Room | | | 0 |
| SPED Facilitator Waiting Room | | | 0 |
| 501 OT/PT (not accessible from entrance) | 1,085 | 1 | 1,085 |
| ART & MUSIC | | | 3,063 |
| Art Classroom - 25 seats (Modular) | | | 0 |
| Art Workroom w/ Storage & kiln | | | 0 |
| Tech Room (Modular) | | | 0 |
| 114 MAC Lab Tech Engineering Maker | 622 | 1 | 622 |
| 338 Music Office | 885 | 1 | 885 |
| 338 Music Office | 885 | 1 | 885 |
| 338 Music Office | 885 | 1 | 885 |
| 404A Kilm | 56 | 1 | 56 |
| 404B Art | 1,334 | 1 | 1,334 |
| HEALTH & PHYSICAL EDUCATION | | | 6,112 |
| Gymnasium | | | 0 |
| 216 Gymnasium | | | 0 |
| 316 Gymnasium | 5,446 | 1 | 5,446 |
| 316 Gymnasium | 5,446 | 1 | 5,446 |
| 322 Boys Lockers | 196 | 1 | 196 |
| 322 Girls Lockers | 196 | 1 | 196 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
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| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
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| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
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| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office w/ Shower & Toilet | 362 | 1 | 362 |
| 322E Locker Office | | | |

Right Size Conditions

[illegible]

Date: 5/30

MSBA Guidelines
(refer to MSBA Educational Program & Space Standard Guidelines)

| MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines) | | | |
|--|----------|-------------|---|
| ROOM NFA¹ | # OF RMS | area totals | Comments |
| | 17 | 22,150 | |
| 1,200 | 1 | 1,200 | 1,100 SF min - 1,300 SF max |
| 1,200 | 4 | 4,800 | 1,000 SF min - 1,300 SF max |
| 550 | 17 | 9,350 | 500 SF min - 1,000 SF max |
| | | | |
| | | 4,540 | |
| 900 | 4 | 3,600 | 800 - 1,000 SF equal to surrounding classrooms |
| 250 | 4 | 1,000 | 250 SF min - 300 SF max |
| 900 | 0 | | 1/2 size Class. Clm. |
| 900 | 1 | 900 | 1/2 size Class. Clm. |
| | | | |
| | | 2,425 | |
| 1,000 | 1 | 1,000 | assumed includes 2 (small) + small + student |
| 150 | 1 | 150 | 150 SF min - 200 SF max |
| 1,200 | 1 | 1,200 | assumed includes 2 (small) + small + student |
| 75 | 1 | 75 | 75 SF min - 100 SF max |
| | | | |
| | | 6,300 | |
| 6,000 | 1 | 6,000 | 6,000 SF Min. Size |
| 150 | 1 | 150 | 150 SF min. Size |
| 150 | 1 | 150 | 150 SF min. Size |
| | | 2,020 | |
| 2,020 | 1 | 2,020 | |
| | | | |
| | | 6,960 | |
| 3,600 | 1 | 3,600 | 2 openings - 100' per seat |
| 1,000 | 1 | 1,000 | 1,000 SF min - 1,300 SF max |
| 1,700 | 1 | 1,700 | 1,700 SF min - 2,000 SF max |
| 1,700 | 1 | 1,700 | 1,700 SF min - 2,000 SF max |
| 220 | 1 | 220 | 220 SF min - 250 SF max |
| | | | |
| | | 510 | |
| 60 | 1 | 60 | 60 SF min. Size |
| 250 | 1 | 250 | 250 SF min. Size |
| 100 | 2 | 200 | 100 SF min. Size |
| | | | |
| | | 2,345 | |
| 250 | 1 | 250 | 250 SF min. Size |
| 150 | 1 | 150 | 150 SF min. Size |
| 150 | 1 | 150 | 150 SF min. Size |
| 110 | 1 | 110 | 110 SF min. Size |
| 375 | 1 | 375 | 375 SF min. Size |
| 125 | 1 | 125 | 125 SF min. Size |
| 120 | 0 | | 120 SF min. Size |
| 120 | 1 | 120 | 120 SF min. Size |
| 250 | 1 | 250 | 250 SF min. Size |
| 150 | 2 | 300 | 150 SF min. Size |
| 35 | 1 | 35 | 35 SF min. Size |
| 250 | 1 | 250 | 250 SF min. Size |
| | | | |
| | | 2,080 | |
| 150 | 1 | 150 | 150 SF min. Size |
| 375 | 1 | 375 | 375 SF min. Size |
| 375 | 1 | 375 | 375 SF min. Size |
| 800 | 1 | 800 | 800 SF min. Size |
| 550 | 1 | 550 | 550 SF min. Size |
| 110 | 1 | 110 | 110 SF min. Size |
| 250 | 1 | 250 | 250 SF min. Size |
| | | | |
| | | 0 | |
| | | 49,330 | |
| | | 485 | |
| | | | Non-Programmed space areas are required to be included in the following submittals: • Schematic Design Submittal • Design Development Submittal • 90% Construction Documents • 90% Construction Documents • Final Construction Documents |
| | | 76,360 | |
| | | 1.55 | |

LEGEND

CLASSROOM

SPECIAL EDUCATION

LIBRARY

ART/MUSIC

STAGE

GYMNASIUM

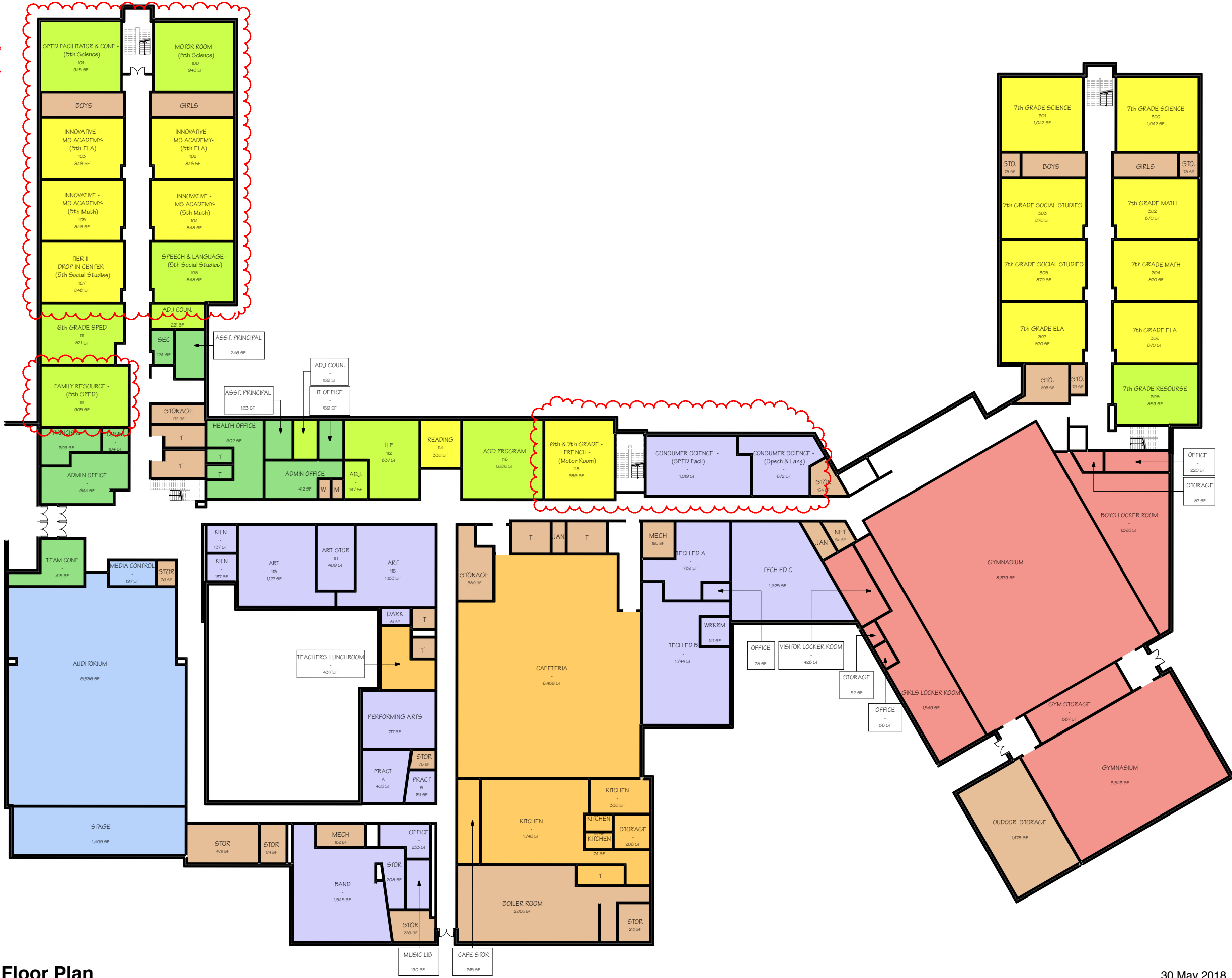
KITCHEN/CAFETERIA

ADMINISTRATION

BUILDING SERVICES

CIRCULATION

EXISTING PROGRAMS SHOWN
IN PARENTHESES WHERE
ADAPTED TO NEW PROGRAM



Grade 6-8 Space Utilization - First Floor Plan

LEGEND

CLASSROOM

SPECIAL EDUCATION

LIBRARY

ART/MUSIC

STAGE

GYMNASIUM

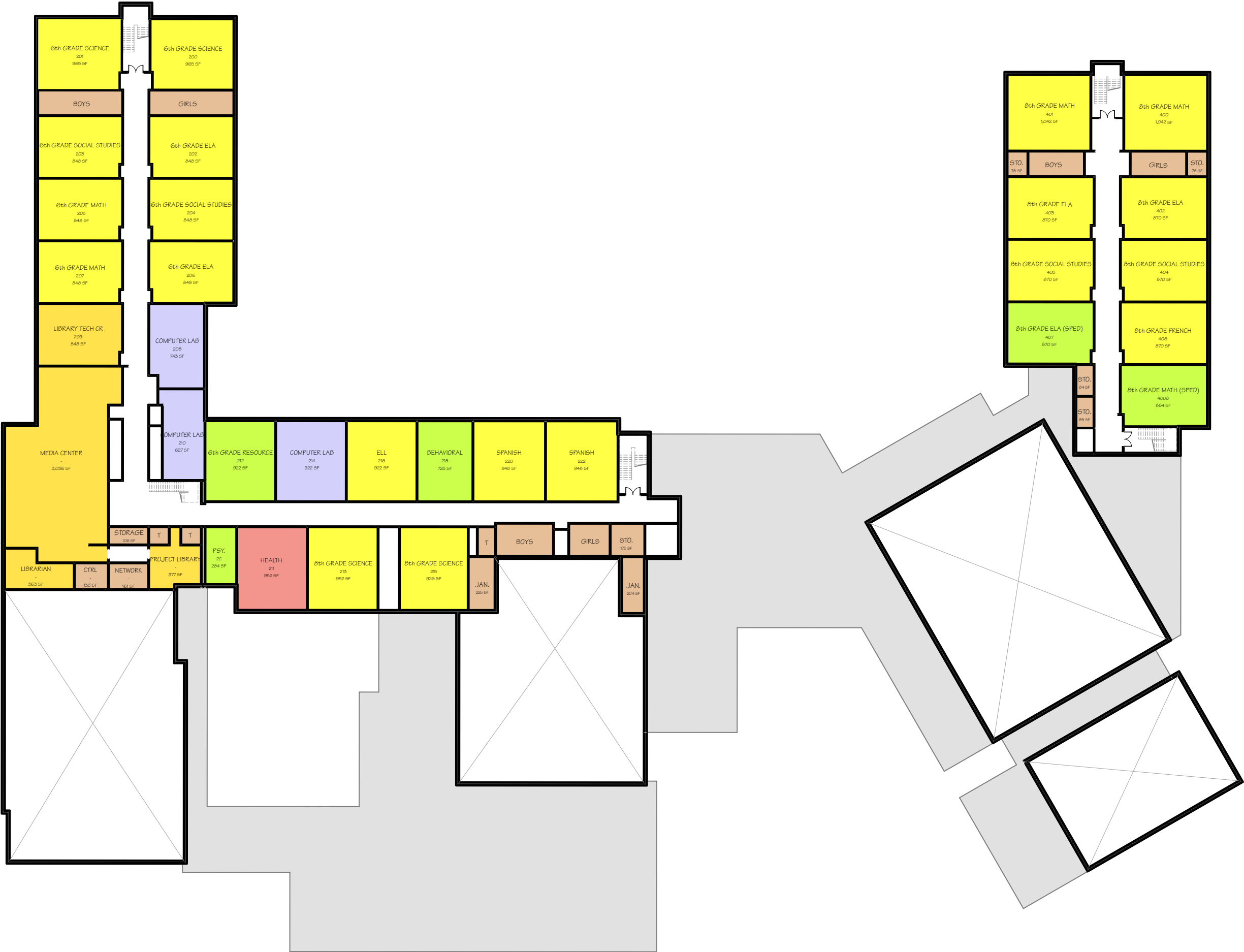
KITCHEN/CAFETERIA

ADMINISTRATION

BUILDING SERVICES

CIRCULATION

EXISTING PROGRAMS SHOWN
IN PARENTHESES WHERE
ADAPTED TO NEW PROGRAM



Grade 6-8 Space Utilization - Second Floor Plan

School Capacity / Enrollment Configurations

Based upon program driven enrollment capacity at Cashman Elementary School

Based upon average of 155 students per grade

Based upon ASC Class Size policy average in the range of guidelines (see below)

Based upon the two remaining options: AES @ PK, K-5; CES @ K-5 or AES PK-2; CES 3-5

OPTION 2 @ 155 stu/grade (PK, K-5 AES / K-5 CES)

| Year | Int. PK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Total |
|-------------------------------|----------|------------|------------|------------|------------|------------|------------|---|---|---|-----------|
| MSBA 2025-26 | | 140 | 140 | 140 | 140 | 140 | 155 | | | | 855 |
| 2017-18 actual (6/14/18) | | 149 | 137 | 168 | 180 | 164 | 164 | | | | 962 |
| APS Projected | | 155 | 155 | 155 | 155 | 155 | 155 | | | | 930 |
| CES K-5 | | | | | | | | | | | |
| Total # students CES | | 72 | 60 | 60 | 66 | 66 | 66 | | | | 390 |
| # students/classroom | | 18 | 20 | 20 | 22 | 22 | 22 | | | | |
| # existing classrooms | 0 | 4.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | | | | 19 |
| AES PK-5 | | | | | | | | | | | |
| Total # students AES | | 83 | 95 | 95 | 89 | 89 | 89 | | | | 540 |
| # students/classroom | | 18 | 20 | 20 | 22 | 22 | 22 | | | | |
| # clrm req. | 2 | 4.61 | 4.75 | 4.75 | 4.05 | 4.05 | 4.05 | | | | |
| Round | 2 | 5 | 5 | 5 | 4 | 4 | 4 | | | | 29 |
| Total Classrooms/grade | 2 | 9 | 8 | 8 | 7 | 7 | 7 | | | | 48 |

1. Existing CES spaces dictate a maximum number of students

2. AES enrollment based upon APS projected less CES capacity

OPTION 3 @ 155 stu/grade (PK-K-2 AES / 3-5 CES)

| Year | Int. PK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Total |
|-------------------------------|----------|------------|------------|------------|------------|------------|------------|---|---|---|-----------|
| MSBA 2025-26 | | 140 | 140 | 140 | 140 | 140 | 155 | | | | 855 |
| 2017-18 actual (6/14/18) | | 149 | 137 | 168 | 180 | 164 | 164 | | | | 962 |
| APS Projected | | 155 | 155 | 155 | 155 | 155 | 155 | | | | 930 |
| CES 3-5 | | | | | | | | | | | |
| Total # students CES | | | | | 155 | 155 | 155 | | | | 465 |
| # students/classroom | | | | | 22 | 22 | 22 | | | | |
| # existing classrooms | | | | | 7.05 | 7.05 | 7.05 | | | | 21 |
| Round | | | | | 7.00 | 7.00 | 7.00 | | | | 21 |
| AES PK-2 | | | | | | | | | | | |
| Total # students AES | | 155 | 155 | 155 | | | | | | | 465 |
| # students/classroom | | 18 | 20 | 20 | | | | | | | |
| # classrooms required | 2.00 | 8.61 | 7.75 | 7.75 | | | | | | | |
| Round | 2 | 9 | 8 | 8 | | | | | | | 27 |
| Total Classrooms/grade | 2 | 9 | 8 | 8 | 7 | 7 | 7 | | | | 48 |

Amesbury School Committee Class Size guidelines

In order to determine the number of classrooms required based upon an agreed upon enrollment, the average of the class size guidelines will be used:

| GRADE LEVEL | CLASS SIZE | AVERAGE |
|-------------|------------|-----------|
| K | 17 - 20 | 18.5 ~ 18 |
| 1 - 2 | 18 - 22 | 20 |
| 3 - 5 | 20 - 24 | 22 |